

10 JUL 1962

MEMORANDUM FOR: Information

SUBJECT: Records Management Services in the Absence of the Records Officer

1. Review by a Records Officer is required on all records required to or recalled from the Records Center. During the absence of the Office of Security Records Officer, any routine or emergency requests concerning Office of Security records to or from the Center may be referred to the CIA Records Administration Officer [redacted] Room 604, 1016 - 16th Street, N. W.). SRD and IRD have been granted special authority to deal directly with the Chief, Records Center, on their record recall needs.

2. Agency Regulations require review and concurrence by the Records Officer on all requests for equipment used to create or store records. During the absence of the Office of Security Records Officer, any such requisition of a priority nature may be forwarded to the CIA Records Administration Officer for action.

3. Agency Regulations and procedures require assistance and review by the Records Officer on the reproduction of all proposed forms. The Agency Printing Shop will not reproduce any forms without the approval of a Records Officer. During the absence of the Office of Security Records Officer, [redacted] is authorized to approve for the Records Officer reprints of existing forms; however, new forms or revised forms must be reviewed and approved by the Forms Management Staff in the office of the CIA Records Administration Officer.

4. The following specialists assist [redacted] and are very familiar with the Office of Security records management needs. They are available for consultation:

CONFIDENTIAL

Records Retirement -
Filing Equipment -
Forms -
Forms -

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Records Management Officer
Office of Security

25X1

cc:

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|--|----------------------------------|------------------------|
| TRANSMITTAL SLIP | | DATE <i>18 July 62</i> |
| TO: <i>CIA Records Admin. Off.</i> | | |
| ROOM NO. <i>604</i> | BUILDING <i>1016 16th St.</i> | |
| REMARKS <div style="border: 1px solid black; width: 250px; height: 50px; margin-bottom: 10px;"></div> <i>o/s</i> <i>cc: file</i> <i>For your info —</i> <i>A little note I</i> <i>gave to our Exec. and</i> <i>the girls of the Exec. Office</i> <i>to cope with emergencies</i> <i>when I'm away.</i> | | |
| FROM: <i>Trinch</i> | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957—O-439445

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